

Team Charter  
For  
The SR 24/Yakima River Interdisciplinary Team  
(SR 24 IDT)

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In May 2001 the Washington State legislature passed ESB 6188 creating the Transportation Permit Efficiency and Accountability Committee (TPEAC). TPEAC selected three pilot projects to develop permit streamlining efficiencies. The SR 24/I 82 to Keys Road Project was selected as the urban-rural pilot project. The SR 24 IDT is tasked with developing a process to streamline: the NEPA and SEPA review, and the permit development of the project.

On May 21, 2002, the SR 24 IDT established a Subcommittee to write a team charter. This Charter was developed by the Subcommittee and was presented at the July 23, 2002 meeting of the SR 24 IDT.

It is understood that this charter is a living document and may be revised as needed to adapt to changes in the project scope or team membership.

**Participating Agencies:**

City of Yakima,  
Yakima County,  
Yakama Nation, Columbia River Intertribal Fisheries Council,  
Washington State Department of Fish & Wildlife,  
Washington State Department of Ecology,  
United States Army Corps of Engineers,  
National Marine Fisheries Service,  
United States Fish and Wildlife Service,  
Federal Highways Administration,  
Washington State Department of Transportation,  
United States Bureau of Reclamation.

**SR 24 Project Goals:**

The main purpose of this project is to mitigate traffic congestion and improve traffic safety by:

1. Adding two lanes (for a total of 4 lanes),
2. Separating the directions of travel with a median
3. Moving South 22<sup>nd</sup> street intersection,
4. Address intersection spacing east of the Yakima River,
5. Signalizing the intersection of SR 24 and Riverside Road.

## **SR 24 IDT Goals:**

The interdisciplinary team will:

1. Identify, analyze, and resolve issues or problems resulting in streamlined documentation and permitting process,
2. Use the streamlined process to complete the NEPA and SEPA documentation by January 2003,
3. Use a consolidated permit process for the SR 24 project by August 2003.

## **SR 24 IDT Objectives**

**The team will develop a streamlined documentation process for the SR 24/I 82 to Keys Road Project that is mutually consistent with all agency mandates, meets the TPEAC goals, and can be utilized for future transportation projects. To accomplish this the Team will:**

- Work together to build trust, using frequent and effective communication,
- Develop an understanding of how the varying interests and requirements of the involved regulatory agencies and other parties can cooperate in a concurrent review process.
- Compile applications and conduct concurrent or group reviews of project details as appropriate, contributing to the development of a streamlined process.
- Identify critical paths, set time lines, and establish roles and responsibilities for team members, developing focused action groups as necessary to expedite the work.
- Determine the appropriate level of documentation required for a good project description. Integrate adequate design detail and critical construction methods to provide for environmental analysis resulting in a streamlined permit process.
- Evaluate mitigation options using:
  - Mitigation concepts and opportunities from guidelines and pilot projects developed by the Watershed-based mitigation Subcommittee,
  - Project specific mitigation,
  - Recommendations from the Mitigation Sub-Committee, and
  - Mitigation based on current agency standards.
- Document and evaluate the pilot process in a concise and easily understood manner to present to the TPEAC committee for use by future transportation projects of statewide significance.
- Create sub committees from participating agencies and parties of interest with the appropriate level of expertise or interests to develop recommendations for the full IDT to consider for inclusion in the permit streamlining process.
- Team members will participate fully and have authority to represent their agencies.
- Evaluate the appropriateness of an expanded JARPA for streamlined applications to meet regulatory agency requirements.
- Identify alternative funding sources for project completion. Additional funding sources shall not to be used to replace mitigation responsibility.

- Strive to meet the TPEAC goals of:
  - 50 % increase in environmental benefit,
  - 50 % reduction in redesign,
  - 50 % reduction in permit timing,
  - 25 % reduction mitigation cost,

The complex issues for flood plain mitigation, flood plain expansion, and project funding may not allow us the time or ability to meet these goals. Providing feedback to TPEAC about the benefits and problems encountered by trying to meet these goals should be beneficial in writing future legislation.

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The Team adopted the following guidelines to promote effective day-to-day operations.

### **Meeting Guidelines**

- We will start and end all meetings on time.
- We will respect differences and listen to each other's idea. This means that we will all be contributors.
- We will acknowledge problems and deal with them in an open and timely fashion.
- We will strive to complete homework assignments on time and come to meetings prepared to address items on the agenda. Assignments and due dates will be made at the end of each meeting. Reasonable due dates will be set by the group.
- Team members will work within their agency to communicate issues and get the right people to make decisions.
- Decisions are made using the 3-finger method. Decisions will be made on a consensus basis, provided that when consensus can not be achieved one or both of the following processes will be used to resolve the issues:
  - Subcommittees can be formed to address issues after 3 votes to resolve issues by the next meeting date.
  - The team will use the formal TPEAC dispute resolution policy if issues cannot be resolved within the team.
- The decision process is as follows:
  - Discussion.
  - Straw vote – everybody in the room gets a vote.
  - Final vote at the next meeting, one vote per participating agency.
  - The team has the option to develop a mutually acceptable voting process for “special needs” items.
- We will keep our roles in perspective and work together toward solutions.
- Sidebar conversations will be allowed under “time out”.
- Strive to be brief and give others a chance to talk.
- Subcommittees will be formed to work on specialty issues.
- The team will resolve issues that we have the power to solve and re-direct those issues we cannot solve.

- Sue will review the “Action Items” at the end of each meeting and send out an e-mail reminder to all team members.
- These guidelines will be modified as needed by the team.

### The Communication Plan

- Team members will serve as the point of contact for their agency for issues relating to this process and this project.
- Minutes of meetings will be sent out within one week of the meeting. Minutes will consist of the highlights of the meeting, recap of discussions, motions presented, voting on motions, action items, and commitments made.
- Meeting agendas and handouts will be e-mailed out 2-weeks in advance of the meeting date. E-mail will be sent unless there is no common platform, then hard copy will be sent.
  - Action items will be handled as specified under Meeting Guidelines.
- All handouts will be 3-hole punched or will be punched at the meeting.
- A web site will be established for team communication (This item tentatively adopted pending feedback from Shari on lessons learned by similar projects.)
- Agencies not represented will be briefed by another committee member prior to the next meeting. A team member will be designated to do the briefing at each meeting. Copies of handouts will be included in the briefing.
- Offline meeting results will be shared with the team. If meeting organizers need time on the next agenda, the request will be made 3 weeks in advance of the next meeting to accommodate the 2-week mailing requirement.
- Maps to meeting locations will be sent out via map quest.
- Meeting dates will be set at the meeting and scheduled at least two meetings in advance.
- The public involvement officer will incorporate streamlining progress in project updates.
- Team members will give Shari information to send to TPEAC.

### Change Management Plan

- Their predecessor or a designated team mentor will bring new members up to speed. Departing members will recommend an appropriate team mentor.
- Additional meetings may be scheduled with attendee input and a minimum of two weeks notice. Meetings may be arranged with less notice if approved by the affected team members.
- Changes to the pilot process proposed by the TPEAC or a Subcommittee will be evaluated by the team for ease of application and impacts to the schedule. The team will adopt the proposed changes by vote. Justification for refusal to adopt changes will be drafted by the team and presented to the sub-committee at the earliest possible date.

### Endorsement

The SR 24 Interdisciplinary Team endorsed the Team Charter on July 23, 2002.

The Schedule for the SR 24/Yakima River Interdisciplinary Team will be endorsed later, under separate action.